



Maricopa County

Environmental Services Department

Special Event Food Establishment Requirements

Environmental Health Division
Special Events Program
1001 N. Central Ave., Suite 300
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Special Event Food Establishment

A Special Event Food Establishment is a food establishment that operates at one department approved event at a time for a duration no longer than 14 days. Once the event is over, the establishment must be removed. This is an annual permit that allows Special Event Vendors to have 3 inspections conducted throughout the duration of the event season.

An Event means a public gathering such as a fair, festival, circus, exhibition, carnival, or food tasting.

In order to renew or obtain a permit, each Food Vendor must submit the following:

- Properly completed application
- Complete set of plans with all variations for different events
- Complete menu with variations for different events
- Complete list of events the vendor will be attending
- Signed Commissary Agreement
- Permit Fee
- Documentation indicating an individual's lawful presence in the United States. (Drivers license, birth certificate, passport, etc.)

Commissary

The commissary is a base of operations for all Mobile Establishments selling potentially hazardous foods. Every Special Event Establishment is required to operate from an approved commissary and report to the commissary at least once during each operating day. All support and servicing activities must be carried out at the approved commissary. These activities include washing, rinsing, and sanitizing food equipment and utensils, wastewater disposal, portable hand sink washing, food storage, recharging the potable water tank, storage of food, and food preparation. **These servicing activities cannot be done at a private residence.** A written agreement from an approved commissary must be provided to this department prior to permit approval. In addition, the operator is required to maintain a commissary visits log that will be reviewed during each inspection.

Operation of a Special Event Establishment

- The establishment must operate by the 2009 F.D.A. Food Code Regulations, Maricopa County Health Code, and all local jurisdictional codes. Failure to comply with the permit requirements could result in legal action against your establishment.
- At renewal, all vendors are required to schedule an inspection with Special Event Program.



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- Vendors are required to notify the Special Event Program prior to attending EVERY event at least 7 days prior to that event. Failure to do so will result in the vendors booth being closed.
- Sanitary toilets must be available onsite and a distance of greater than 25 feet from all Special Event Establishments.
- Food preparation shall be simplified to reduce excessive steps where food may be contaminated. Only minimum food preparation shall be allowed. *This prohibition does not apply to foods that have been prepared or packaged in commercial/ commissary facilities.*
- All food prepared or sold must be for same day sale and service. No cooling or carryover of potentially hazardous food is allowed from day to day unless otherwise approved by this Department.
- Ice that is consumed or that contacts food shall be from an approved facility and shall come into contact with clean single service containers or multi-use equipment that is cleaned and sanitized properly.
- Sun tea is prohibited. Except for instant tea, all tea must be brewed with boiled water.
- Each permit certificate shall be kept onsite and displayed in a conspicuous place. Failure to have the permit certificate onsite could result in closure of the establishment. Permits are nontransferable from person to person, place to place, or vehicle to vehicle.

Construction Requirements:

- **Hand Sink Requirements (A self-contained hand wash sink is required)**
- Provide a permanently installed single basin, rectangular hand wash sink that is at least 9" wide, 9" long, and 5" deep. The dimensions for the hand sink shall be indicated on the plans.
- The sink faucet shall be mixing or combination type.
- Provide hot and cold water under adequate pressure. The rate of flow must be (½) gallon per minute.
- All plumbing must be of closed connection.
- The business name must be clearly indicated on 3 sides of the hand wash station.
- **Water/Waste Tank Requirements**
- Provide a permanently mounted potable water tank with minimum capacity of 5 gallons for purpose of hand washing only.
- Provide a wastewater storage tank greater than **(AT LEAST/MINIMUM)** 15% of the combined capacity of all potable water tanks. The Fresh Water and Waste Water tank size shall be indicated on the plans.
- All connections for waste disposal shall be of different size or type than those used for supplying potable water to the hand wash station. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. In addition the wastewater outlet shall be greater than 1" unless otherwise approved by the department.



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- **Other Plumbing Requirements**

- The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the vendor is in operation. An instant water heating meeting all requirements may be approved.
- All materials used in construction of the plumbing system must be drinking water approved, including water holding tank(s), pipes, pumps, etc.
- Provide a food grade hose designated and labeled for drinking water use only. This hose is to be used only to fill the fresh water tank. Store the hose with the ends fastened together when not in use.

- **Other Plan Requirements**

- Floor Plan layout of the booth
- Provide locations for all food preparation and service areas.
- All materials used in the booth must be smooth and easily cleanable. Definitions of all existing equipment and finishes must be submitted with the plans.
- Manufacturer specification sheets for each piece of equipment (**cooking, hot holding, refrigeration**) shown on the plan. All equipment must be commercial grade/NSF approved equipment. All equipment must be easily cleanable and in good repair.
- Shop drawings of all custom-built equipment.
- Lighting plan.
- Three-compartment set-up located on the plans (temporary set-up is permitted)
- Flooring materials (floors shall be constructed of concrete, asphalt, mats, etc.)
- Booth construction materials indicated on plans. The booth shall be constructed of a ceiling and 3 walls.

Plan Submittal

One complete set of plans must be submitted for each Annual Permit Booth. The plans must be drawn to scale (e.g. 1/4"=1ft) on 8 1/2 X 11 inch paper with dark ink only, blue prints, or other standard floor plans. The plans must show at least one schematic TOP VIEW of the equipment layout including location of food equipment, hand sink, food storage compartments, food prep area. The plans must also include a SIDE VIEW of plumbing installations including the placement of the potable water holding tank, fill inlet, wastewater tank, drain outlet, hot water heater, plumbing lines. A list of materials used in the construction of the plumbing system and spec sheets for all food equipment must be included with the submission. Pictures of the booth in operation is also required. Write the business name and submittal date on each page of plans. Failure to submit the plans properly could result in the plans being rejected.

Generally, the plan review process takes up to ten (10) business days to complete. For those individuals who require faster service, an expedited plan review can be done at an additional fee. Expedited plan review requires up to five (5) business days to complete.



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After your plans have been reviewed, a letter will be mailed. Upon receipt of this letter you may proceed with construction, remodeling, or conversion. Please be sure to review the letter for any changes and modifications that may be needed before a permit can be issued. When construction and/or any required upgrades and /or modifications have been made contact the Special Event Program to schedule an inspection. The self-contained hand was station must be clean and operating properly. If the cart is in compliance with the Maricopa County Health Code, a permit will be issued.

The approval of plans and specifications shall lapse and become invalid one year from the date of approval.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to the Department for review, and approval shall be obtained before the work affected by the change is undertaken.

NOTE: Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required-- federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). Multiple construction inspections and a final inspection of the establishment with equipment in place and operating will be necessary to determine if it complies with the Maricopa County Environmental Health Code governing establishments.